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PURPOSE

The purpose of this directive is to offer guidance to Regional Centers in the matter of consumer travel. Travel by consumers outside of the Regional Center, when properly planned and when appropriate in scope and nature to the needs and functional level of consumers, is recognized as having the potential for meeting both the consumers' recreational and developmental needs.

PROCEDURE

I. Authorization

The regional center facility administrator is authorized to approve in-state off-campus travel for the consumers residing at the regional center. The facility administrator may delegate this approval authority to senior administrative staff if off-campus travel is less than 50 miles from the regional center.

For over night or out-of town travel, the individual's parent/legal guardian must authorize prior to the travel. A written record of the approval of such travel will be maintained at the regional center.

The Associate State Director, Operations must pre-approve out-of-state travel. A listing of consumers, staff, vehicles, destination and purpose must be included in the request for out-of-state travel. Written approval/denial will be provided.

II. Safety

The Regional Center Facility Administrator is responsible to assure that off-campus travel for the individuals is conducted in a safe manner.

- A. Vehicles used for transportation must be maintained in safe operable condition.
- B. Appropriate staffing ratios must be maintained in accordance with the unique needs of the individuals and the nature of the off-campus trip.
- C. Consumers and staff will be properly secured with seat belts or wheelchair restraints.
- D. Vehicle drivers must have a valid Defensive Drivers certificate and a valid drivers license.
- E. Quick medical reference information on the individuals participating in the off-campus travel must be taken in the vehicle.
- F. A cellular phone will be taken in each vehicle used for off-campus transportation.
- G. Individuals participating in off-campus travel will be attired in appropriate protective clothing based upon the weather.
- H. The heating/cooling systems of the vehicle will be properly maintained to assure a comfortable temperature in the vehicle.

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